

ENVIRONMENTAL ASSESSMENT (EA)/STATUTORY CHECKLIST REVIEW

- Are documents written for a “cold reader” – someone who has no knowledge of the project?
- For consistency, cross check w/ other project documents (PER/PAR, CDBG & other funding applications, CDBG Funding Approval if funded, environmental studies/reports, etc.)

☐ **Cover Page:** Are all areas complete?

- Project Name (Should adequately reflect project):
- CDBG Project # (only assigned after a grant award):
- Responsible Entity(RE) Location (County, City, or Village):
- RE Telephone Number:
- Certifying Officer Name/Title -Presiding Commissioner, Mayor, Chair, or other local official formally designated by resolution:
- Preparer Name and contact information
- If another agency official is designated, a copy of the resolution must be attached.

☐ **Project Location/Address:** Location varies depending upon project type—most logical should be provided:

- County: _____ City: _____ Street/Road Address: _____
- Coordinates: _____ Structure Name: _____ Boundaries: _____ Other: _____
- Cross check w/ other project documents – are they consistent?

☐ **Total Project Costs:**

- All funding sources and amounts listed & correctly totaled;
- Cross check w/ other project documents – are they consistent?
 - CDBG \$ _____
 - Local Cash \$ _____
 - Private \$ _____
 - Other State \$ _____
 - Federal \$ _____
 - In-Kind \$ _____
 - Total \$ _____

☐ **Name & Address of Sub-recipient, if applicable** - Non-profit, public water supply or sewer district, fire or ambulance district, library, downtown organization, etc. If no sub-recipient, N/A must be checked.

☐ **Responsible Entity Project Contact Name, Address, Telephone**

☐ **Conditions for Approval** - Assess after reviewing document to ensure conditions listed are complete and accurate. List out Conditions that were identified throughout the ERR.

☐ **Finding (EA only):** ___ FONSI ___ FONSI w/ Conditions for Approval ___ FOSI

☐ **Preparer:** ___ Signature ___ Date ___ Name/Title ___ Agency

☐ **Certifying Officer:** ___ Signature ___ Date ___ Name/Title

☐ **Preliminary Design:** PER/PAR submitted. Date: _____ Name of firm: _____

☐ **Property Acquisition** Explain if the project requires property acquisition.

☐ **Purpose & Need of Project** (Why project needed – what needs the project will address, not the project description):

☐ **Description of Project** (All proposed activities & actions by all funding sources; includes in-kind. Cross check with all other documents available):

☐ **Existing Conditions & Trends** – (1) How project & surrounding areas appear now; (2) How areas to appear at projection completion (3) Future use plans for project & surrounding areas, if known. Are proposed uses compatible? (4) How project area would appear or remain if project did not happen:

☐ **Examination of Project Alternatives (EA only):** (1) All alternatives considered, including no project. (2) Evaluation of each alternative. (3) Explanation for preferred alternative. N/A is unacceptable.

☐ **Citizen Participation (EA only):** Public notification of project for opportunity to comment; should mirror Environmental Justice section and support Historic Properties section. Examples: public notices & hearings, newspaper/newsletter articles, environmental notices, etc. Minutes should reflect precisely how project was explained to public.

- ☐ **Summary of Environmental Review:** Snapshot of entire review. Project impacts must be rated. Form must be fully complete - 2 pages for EA; 1 page for Statutory Checklist.
- ☐ **Field Visit Checklist** – must be fully completed
- ☐ **Historic Properties:** Is this page of the document fully complete?
 - Citizen/Public participation documentation should explain and comply with Section 106 Process
 - Cover letter to SHPO
 - SHPO Section 106 Project Information Form
 - Attachments to Section 106 Form
 - SHPO response letter(s) – SHPO always responds in writing
 - Determination to Consult with Tribes Under Section 106 Form
 - Letter(s) to tribes
 - Tribal response letter(s) – ☐ Response ☐ No Response
 - Cultural Resource Survey, if applicable
 - Memorandum of Agreement (MOA), if applicable (Letters to ACHP & Tribes)
 - SHPO/ACHP/Tribal approval of MOA stipulations, if applicable
 - **Conditions for Approval Identified:**
- ☐ **Floodplain Management:** Is this page of the document fully complete?
 - FEMA Flood Insurance Rate Map (FIRM) map or FEMA Firmette Map w/ project keyed
 - If unmapped, other appropriate mapping documentation
 - If not in floodplain, no more required. EA/Statutory Checklist form must be complete. N/A at top of HUD 8-Step Process page should be checked.
 - If in floodplain, HUD 8-Step Process is required. Engineer/architect is resource for help.
 - **Conditions for Approval Identified:**
- ☐ **Flood Insurance:** Is this page of the document fully complete? (Particularly relevant if project lies in floodplain. RE must be member in good standing with NFIP if project is in floodplain. If not in floodplain, documentation should be attached for consistency.)
 - Page(s) from FEMA Community Status Book for NFIP status
 - **Conditions for Approval Identified:**
- ☐ **Wetland Protection:** Is this page of the document fully complete? (If project is in a wetland, HUD 8-Step Process applies.)
 - Color US Fish & Wildlife (USFWS) National Wetlands Inventory (NWI) Map
 - Letter & attachments to USFWS
 - US Fish & Wildlife response
 - Letter & attachments to US Army Corps of Engineers (USACE)
 - USACE response
 - Permitting requirements, as applicable
 - Other:
 - **Conditions for Approval Identified:**
- ☐ **HUD 8 Step Decision Making Process:** If applicable, are all pages of the in the process fully complete?
 - Early Public Notice (EPN) & affidavit or actual newspaper page
 - Proof EPN & cover letter sent to environmental agencies-certified mail or stamped addressed envelopes
 - Notice of Explanation (NOE) & affidavit (or actual newspaper page)
 - Proof NOE & cover letter sent to environmental agencies-certified mail or stamped addressed envelopes
 - **Conditions for Approval Identified:**
- ☐ **Coastal Zone Management** - No coastal zones in MO
- ☐ **Airport Hazards** - Is this page of the document fully complete? (Protection of project & project beneficiaries from airport accident potential zones.)
 - Maps indicating nearest airports in relation to the project area
 - If project proposed w/in thresholds of airport accident areas, HUD process that must be completed
 - **Conditions for Approval Identified:**
- ☐ **Endangered Species** - Is this page of the document fully complete? (Includes threatened and endangered plants and animals, and their habitat)
 - Letter & attachments to USFWS for Federally designated species
 - Response from USFWS

- Letter & attachments to MO Dept of Conservation (MDC) for State designated species
- Response from MDC
- Conditions by agencies, as applicable
- **Conditions for Approval Identified:**
- ☐ **Wild & Scenic Rivers**-Project impacts to designated rivers & river segments; impacts to project from rivers/segments
 - Federally designated river-Eleven Point only. Website documentation & map river in relation to project
 - State designated river segments by county. Segments listed in project county mapped in relation to project site
 - If Eleven Point River and/or state river segments exist on or close to project site, USFWS and/or National Park Service must have been contacted and all correspondence & documentation attached.
 - **Conditions for Approval Identified:**
- ☐ **Farmland Protection** - Does project convert prime or unique farmland to other uses
 - Color aerial photograph of project area and surrounding area
 - Letter & attachments to USDA Natural Resources Conservation Services (NRCS), including Farmland Conversion Impact Rating Form AD 1006
 - All correspondence from USDA NRCS
 - Mitigation measures recommended
 - Other:
 - **Conditions for Approval Identified:**
- ☐ **Noise Control**-Noise from project, noise around project, construction noise, how project contributes to existing community noise levels.
 - Color aerial photograph
 - Color photos of project site & surrounding area
 - Color maps showing project in relation to noise sources or sensitive noise uses
 - Noise Assessment, if applicable
 - Noise attenuation measures, as appropriate
 - **Conditions for Approval Identified:**
- ☐ **Explosive & Flammable Operations** – Hazards by the project, project subjected to nearby hazards
 - Color photographs of project site & adjacent sites
 - Statement from fire department/fire marshal
 - Statement from local emergency management agency/individual
 - HUD Acceptable Separation Distance calculations, if applicable
 - Mitigation measures, if applicable
 - **Conditions for Approval Identified:**
- ☐ **Water Quality**-Adequate supply to serve project, impacts to water bodies, impacts to project by water bodies, wells
 - Most current water quality report and/or inspection
 - For water projects, plans & specs/preliminary engineering report must be attached & briefly explained
 - Statement from water supply source and/or public works department
 - Color map showing any water bodies in relation to project
 - Sole Source Aquifer documentation from website (MO has none)
 - If project involves using, drilling, or abandoning a well, all related documentation
 - MO DNR correspondence and/or documentation
 - Other:
 - **Conditions for Approval Identified:**
- ☐ **Air Quality** (Air emissions from project or project subjected to air emissions)
 - EPA designated non-attainment areas from EPA website
 - EPA/DNR air permits or permitting requirements
 - Conformance with local air codes, ordinances, & standards by finished project & construction activities
 - Documentation whether project will begin a trend of poor air quality standards
 - Odors and fumes from project or impacting project
 - Radon test and results and mitigation, if applicable (applies only to buildings)
 - Mold inspection and report and mitigation, if applicable (applies only to buildings)
 - Asbestos -Under Air Quality in Statutory Checklist. EA has an Asbestos Section. Includes inspections, sampling, testing, reports, mitigation, water/sewer pipes, boiler/plumbing wrap, interior/exterior buildings, bridges, etc.
 - **Conditions for Approval Identified:**
- ☐ **Contamination & Toxic Substances** (Contamination by the project or impacts to the project)
 - Previous uses of site(s)

- Professional Site Assessment: ___ NPL Listing ___ EPA & DNR Maps ___ DNR Petroleum Storage Tank
- ASTM 1527-05 E Phase I Environmental Site Assessment (ESA), if applicable
- ASTM Phase II ESA, if applicable
- Remediation, if applicable
- **Conditions for Approval Identified:**

☐ **Environmental Justice** - Last section for Statutory Checklist. Disproportionately high adverse impacts to low income & minority persons

- Planning and zoning information, if available
- Public involvement in the project (should coincide with Citizen Participation in an EA)
- Map or other documentation to show if project occurs on or near low income or minority neighborhood
- Positive and negative impacts to people by the project
- **Conditions for Approval Identified:**

*** Remaining areas applicable to the Environmental Assessment ONLY:**

☐ **Land Development**

- Existing land uses on and around project site
- Future land uses on and around project site
- Whether project will contribute to urban sprawl
- Whether project will increase or decrease employment opportunities
- Whether project will displace a business from a central business district
- Whether project will alter demographic characteristics
- Existing erosion or sedimentation (best if confirmed by an engineer or public works director)
- How erosion will be controlled and minimized
- Erosion control plan, if applicable
- Soil concerns related to use for project
- Geotechnical Report, soil borings, soil reports, if applicable
- Will project displace anyone? If so, all documentation regarding the Uniform Relocation Act.
- **Conditions for Approval Identified:**

☐ **Community Facilities & Services** (Project impacts on services; services on project. See top of page for areas that require addressing.)

- Emergency & Non-emergency
- Health Care Services: ___ Public Safety Police/Sheriff Services ___ Fire Protection Services
- Parks, Playgrounds & Open Spaces
- Pedestrian & Bike Paths/Trails
- Streets/Roads, Parking Areas/Facilities & Traffic Control Measures
- Public Transportation (taxi cabs, bus, OATS, train, etc.)
- **Conditions for Approval Identified:**

☐ **Wastewater**

- Existing or planned wastewater system adequate to service project, including permits
- If a wastewater project, plans and specs/preliminary engineering report should be attached and briefly explained
- On-site sewage systems suitability
- Other:
- **Conditions for Approval Identified:**

☐ **Solid Waste**

- Existing solid waste disposal adequate to service project
- Waste associated with project demolition/construction
- Permitting, if applicable
- Cost for disposal services
- Name and location of servicing landfill
- Landfills near project site with potential for adverse impacts
- **Conditions for Approval Identified:**

☐ **Storm Water Drainage**

- Whether adequate storm water drainage system exists or is planned to service project
- If no drainage system, if and/or how will project promote run-off and how this will be addressed
- For drainage system projects, plans and specs/preliminary engineering report should be attached and briefly explained

- NPDES community – page from website should be attached
- NPDES permitting/storm water prevention plan, as applicable
- **Conditions for Approval Identified:**

☐ **Lead Based Paint**

- Rehab to structures built prior to 1978
- If YES, children under 6 to reside over 100 days or spend over 10 hours/week in project structure
- If YES, field observation, inspection reports
- Mitigation measures, if applicable
- Other:
- **Conditions for Approval Identified:**

☐ **Asbestos**

- Indicate whether the project involves demo and/or rehab of residential and/or commercial structures
- If YES, asbestos inspection, sampling, testing, DNR notifications, and abatement documentation required
- Mitigation measures and all related documentation, as applicable
- **Conditions for Approval Identified:**

☐ **Energy Consumption** (strongly recommended, not required at this point)

- Alternative or renewable energy sources used for or by project
- Structure Energy Star Qualified
- Energy-efficient materials and/or construction methods used
- Are energy-efficient materials and/or construction methods feasible, why or why not?
- Weatherization techniques
- **Conditions for Approval Identified:**